In this area, faculty can authorize a student to register for a course even if the course is full or if the student does not meet a requisite or has a schedule conflict.

**Remove Authorization**
- Click the link for the course for which the override is to be removed.
- Click the check box next to the name of the student for whom the authorization is to be removed.
- Click the **Remove Authorizations** button.
- The authorization will be removed and the name of the student will be removed from the list.
- To return to the **My Siena Main Page**, click the **Home** tab.

**Set Options**
- Click the **Set Options** tab in the **Course Overrides** area.
- The **Set Options** window will display (see illustration below).

![Set Options Window]

- **Under Name Search Options**, click one or more of the check boxes.
  - **Search Using Phonetic Match** – This option will search for a name that sounds like the one that is input. When using the other two options, it is a good idea to uncheck this option.
  - **Search Using Primary Name** – This option is used to search for the student using the primary name as it is listed in the CARS database.
  - **Search Using the Alternate Name Types** – In CARS, it is possible to input a different name for a student, such as their maiden name. This option will allow the advisor to search by the alternate name.
- To indicate the column by which the **Authorizations Granted** should **sort** when the **Course Authorization Details** screen is displayed, click the **Sort Column** list arrow and select one of the options; **Student**, **Condition**, or **Reason**.
- When all the options have been selected, click the **Save** button.